

IMPLEMENTATION GUIDE
FOR THE
KENTUCKY TEACHER INTERNSHIP PROGRAM
(KTIP)



FALL 2015 EDITION

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INTRODUCTION

Since 1985, the ***Kentucky Teacher Internship Program (KTIP)*** has made significant contributions to the quality of teaching in Kentucky's classrooms. Recognizing the importance of providing support to new teachers, Kentucky has a long history of facilitating the induction of new professionals and establishing a culture of continuous growth for the profession.

The KTIP is a one-year internship program required of all new in-state teachers and out-of-state teachers with less than two years of successful teaching experience who are seeking initial certification in Kentucky. Upon successful completion, the intern receives credit for one (1) year experience and retirement. The intern receives full benefits during the internship. The agency that governs the Kentucky Teacher Internship Program is:

The Education Professional Standards Board
Division of Professional Learning and Assessment
100 Airport Road, 3rd Floor
Frankfort, Kentucky 40601
<http://www.epsb.ky.gov>
Phone: 502-564-4606 or Toll Free at 888-598-7667
Fax: 502-564-9484

Requirements for Time in the Internship

As cited in 16 KAR 7:010 Section 4:

The one year internship shall be completed during one of the following:

- No less than 140 instructional days of employment in a certified position in the intern's area of certification for which the intern receives compensation during one (1) school year; or
- Two semesters totaling at least 140 instructional days of employment in a certified position in the intern's area of certification for which the intern receives compensation in two consecutive school years.

The internship shall be established for each intern whose initial employment begins at any time during the school term except if the date of employment does not allow for completion of at least 70 instructional days of employment during the school year.

- If the period of employment is less than seventy (70) instructional days in a school year, the local school district shall declare an emergency as provided in KRS 161.100, authorizing the superintendent to request an emergency teaching certificate.
- The employing school district shall be responsible for providing assistance and supervision to the new teacher during the period of employment under an emergency certificate.

An intern may participate in an internship if the intern is teaching at least on a half-time basis. "Half-time basis" means teaching fifteen (15) hours per week in the intern's area of certification. The intern must also be able to complete 140 instructional days.

Instructional day means a day that:

- The intern is performing regular teaching responsibilities in an instructional setting, or is completing professional development for compensation from the district or employing school; and
- Does not include annual leave, sick leave, or other authorized or unauthorized leave time.

As cited in KRS 156.160, all Kentucky schools must be accredited by a regional or national accrediting association. At-home services are not suitable for internships and not condoned by the EPSB.

Note: Although successful completion of the internship certifies the intern to teach in Kentucky schools, it does not guarantee employment.

ENROLLING IN KTIP

Unless a person is participating in an alternative certification program, a prospective intern shall receive a ***Statement of Eligibility (SOE)*** from the Division of Certification and present it to the employing school district, accredited non-public school, or area technology center in order to become an intern in KTIP. Upon receipt of the SOE, the District KTIP Coordinator will complete and submit the ***Confirmation of Employment (COE)***, in electronic form or in hard copy if the electronic submission system is unavailable.

In cases where higher education students are enrolled in an alternative certification program, the prospective intern shall receive a Temporary Provisional Certificate (TP) issued by the Division of Certification upon notification by the university. The college or university offering the program shall send a letter to the employing school district, accredited non-public school, or area technology center stating that the prospective intern has completed all courses required by the college or university to participate in KTIP and that the prospective intern has successfully completed all assessments required by EPSB. Upon receipt of this letter, which acts in place of an SOE, the District KTIP Coordinator will complete and submit an electronic COE and forward a copy of the letter to EPSB.

NOTE: After the Division of Professional Learning and Assessment has approved the COE, the Division of Certification will issue a one-year Provisional Internship Certificate to the intern.

District KTIP Coordinator

The District KTIP Coordinator is the primary contact person for school personnel regarding matters associated with KTIP.

The responsibilities of the District KTIP Coordinator include the following:

Training

- Ensure KTIP training for building principals and resource teachers.
- Provide information to interns, principals, resource teachers, and district staff by communicating EPSB policies as well as KTIP procedures and deadlines.

Recruiting/Assignments

- Recruit resource teachers to promote an adequate pool within each content area and grade level in each school.
- Assist principals in the assignment of resource teachers in the event of resource teacher shortages.

Collaborating

- Notify the KTIP University Coordinator of district KTIP training needs.
- Direct questions and concerns regarding KTIP training, materials, and teacher educator assignments to the KTIP university coordinator.
- Direct questions concerning KTIP administrative policies and procedures to the Division of Professional Learning and Assessment.

Submitting Forms to EPSB:

ALL forms required for KTIP shall be **submitted electronically** in the Intern Management System (IMS), except the Intern Performance Record (IPR). The following tasks shall be completed for each intern:

- Submission of the Confirmation of Employment (COE);
- Review and submission of the Resource Teacher Time Sheet (RTT);
- Submission of the Interim Report (if appropriate);
- Review and submission of the completed Record of Teacher Internship Year (RTIY);
- Inform the successful intern that he/she shall apply for a Professional Certificate by submitting a payment of \$35.00 through ePay or by sending a certified check or money order payable to: Kentucky State Treasurer c/o Division of Certification. Payments should be sent to the address in the Introduction Section of this Guide. If the intern had a TP, a CA-1 application shall be submitted along with the \$50 fee.
- Communicate the appeal process for unsuccessful interns and provide documentation requirements for committee members.
- Mail all unsuccessful interns' original KTIP documents, including the intern's videotape/DVD, if produced, a school calendar, and the intern's Sources of Evidence to the Division of Professional Learning and Assessment at the address in the Introduction Section of this Guide.

KTIP University Coordinator

(Click to view contact information)

The KTIP University Coordinators manage the matching and assignment of teacher educators (TEs) to KTIP Committees.

The responsibilities of the KTIP University Coordinator include the following:

- Assigning teacher educators.
- Coordinating and providing face-to-face KTIP training for teacher educators, principals, and resource teachers who will serve on KTIP Committees.
- Ensuring that school districts, accredited non-public schools, or area technology centers employing interns in an alternative certification program receive a university letter stating the prospective interns have completed the appropriate coursework and are ready to begin their internships.

KTIP COMMITTEE RESPONSIBILITIES & QUALIFICATIONS

Interns shall be assigned a KTIP Committee. The committee will consist of the principal (PR), a resource teacher (RT), and a teacher educator (TE).

All KTIP Committee members shall complete current KTIP training prior to serving on a KTIP Committee. KTIP training is also recommended for the District KTIP Coordinator as it promotes a better understanding of the internship program and prepares the coordinator to address questions and concerns regarding KTIP within the district or nonpublic school.

The KTIP Committee training may be approved for up to 12 hours of professional development credit toward the continuing education requirements for resource teachers and Effective Instructional Leadership Act (EILA) credit for administrators.

KTIP Principal

The responsibilities of the principal are to:

- Serve as the chair of the KTIP Committee.
- Ensure all program policies and procedures are followed correctly as stated in 16 KAR 7:010.
- Attend all committee meetings.
- Schedule all committee meetings.
- Enter observation scores on the RTIY for each cycle.
- Complete committee recommendation for strengths and growth needs on the RTIY.
- Enter committee scores at the Cycle 3 committee meeting.
- Sign all required reports electronically on the RTIY.
- Monitor in-and out-of-class time the resource teacher spends with the intern.
- Review, sign, and submit the electronic RTT to the District KTIP Coordinator.
- Conduct a lesson plan review prior to each observation.
- Make three one-hour or one class period observation visits to the intern's classroom and conduct a post-observation conference with the intern.
- Report progress observed and concerns to the KTIP Committee at the scheduled committee meetings.

The Principal shall have the following qualifications:

- The chair of the KTIP Committee is the principal of the school in which the intern is employed.

- The chair of a KTIP Committee in a **preschool** that is not assigned a principal shall be filled by a person holding principal credentials. This person may be the head leader or director of the preschool. This chair shall participate in KTIP Training **and** Interdisciplinary Early Childhood Education (IECE) training if working with IECE interns.
- The chair of a KTIP Committee in a **private school** that is not assigned a principal shall be filled by the head leader of the school regardless of the head leader's credentials.

If a **public alternative school** is not assigned a certified principal, then internship programs cannot be conducted in the school.

KTIP Resource Teacher (RT)

The RT is the person who works most closely with the intern.

The responsibilities of the RT are to:

- Serve as the primary mentor in the intern's growth process.
- Assist by mentoring the intern through the Sources of Evidence.
- Conduct a lesson plan review prior to each observation.
- Make three one-hour or one class period observation visits to the intern's classroom and conduct a post-observation conference with the intern.
- Attend all committee meetings.
- Enter observation scores on the RTIY for each cycle.
- Complete 50 hours of out-of-class (**currently due to budget constraints only 40 out of class hours are required**) consultation with the intern. See page 9 for examples of unacceptable activities.
- Complete a minimum of 20 in-class hours observing the intern in a classroom setting and/or providing immediate post-observation feedback/collaboration during school hours.
- Enter in- and out-of-class activities on the electronic RTT.
- Sign and submit the RTT electronically.
- Sign all Cycle Reports electronically on the RTIY.
- Report progress observed and concerns to the KTIP Committee at the scheduled committee meetings.

The resource teacher shall have the following qualifications:

- Completion of at least 4 years of successful teaching experience as confirmed by his or her immediate supervisor or by having achieved tenure; and
- Master's Degree or its equivalent.

As KRS 161.030 implies a RT on a KTIP Committee shall be a practicing teacher with an assigned student population in a classroom. In addition to classroom teachers, this includes any teachers who meet the above qualifications and are serving as a full-time substitute teacher or a full-time content or grade level RT

for a particular school. If all the above qualifications are met and they are employed on a daily wage threshold, retired teachers may serve as RTs. Note: Information regarding any effect on retirement benefits shall be sought from the KTRS.

In assigning an RT, priority shall be given to RTs in the following order (**except when assigning an RT to an intern pursuing initial certification as a baccalaureate level teacher of exceptional children/communication**):

1. Teachers with the same certification in the same school;
2. Teachers with the same certification in the same district;
3. Teachers in the same school;
4. Teachers in the same district; and,
5. Teachers in an adjacent school district.

The RT for an individual pursuing initial certification as a baccalaureate level teacher of **exceptional children/communication disorders** shall be a master's level teacher of exceptional children/communication disorders, if one is available. If a master's level teacher of exceptional children/communication disorders is not available, the EPSB may allow a licensed speech-language pathologist to serve on the KTIP Committee in lieu of a resource teacher. As in the past, if the RT has been trained to serve on a KTIP Committee, he/she may begin mentoring activities with the intern upon appointment if the intern is employed and has a valid SOE or TP in the area for his/her internship. No formal observation may occur before the orientation meeting, which shall be attended by all three committee members (the principal, the resource teacher, and the teacher educator).

PLEASE NOTE: Payment to the RT for out-of-class hours spent prior to the approval of the Confirmation of Employment by the Division of Professional Learning and Assessment (which means a full committee assignment) is not guaranteed.

Unacceptable out-of-class activities are:

- Attend faculty meetings with the intern.
- Attend Professional Development seminars.
- Attend SBDM Council meetings with the intern.
- Attend the KTIP Committee meetings.
- Shop for class materials with the intern.
- Attend a conference with the intern.
- Attend or observe intern during Professional Involvement activities.

Resource Teacher Stipend:

A stipend will be paid to the RT for the completion of 50 approvable out-of-class mentoring hours (**currently due to budget constraints only 40 hours are required**) for the internship year. The stipend is dependant on funds allocated

by the General Assembly for this service and may vary from year to year. The stipend will be disbursed in accordance with [KRS 161.030\(6\)\(f\)](#) and [16 KAR 7:010](#). For those RTs working in a public school, the frequency of the disbursement shall be at the option of the district.

Electronic submissions of full-year and spring time sheets are due to the Division of Professional Learning and Assessment on or before May 1. Electronic submissions of fall (August-December) time sheets are due on or before December 20. Failure to submit time sheets on or before their due dates may result in loss of funding.

KTIP Teacher Educator (TE)

The TE serves as the college or university representative.

The responsibilities of the TE are to:

- Help the intern access research instructional theory, techniques, and literature.
- Enter observation scores on the RTIY for each cycle.
- Conduct a lesson plan review prior to each observation.
- Attend all committee meetings.
- Make three one-hour or one class period observation visits to the intern's classroom and conduct a post-observation conference with the intern.
- Report progress observed and concerns to the KTIP Committee at the scheduled committee meetings.
- Sign all Cycle Reports electronically on the RTIY.

Intern

The intern serves as the focal point of the KTIP Committee's work. The intern shall complete all program requirements as outlined in the administrative regulation, [16 KAR 7:010](#), Section 2, under the supervision of the KTIP committee.

The responsibilities of the intern are to:

- Provide the employer with the SOE or TP.
- Spend the required 20 in-class hours with the RT.
- Spend the required 50 out-of-class hours (**currently due to budget constraints only 40 out of class hours are required**) with the RT.
- Check the status of electronic signatures on forms in the IMS and, if needed, contact the District KTIP Coordinator to follow up on signatures.
- Attend all committee meetings.
- Prepare for three official one-hour or one class period observations by each committee member during the year by submitting a written lesson plan to the observer in a timely fashion before each visit.
- Participate in pre-observation and post-observation conferences with individual committee members in conjunction with each observation visit.

- Develop Sources of Evidence for review and presentation at each committee meeting.
- Develop the Professional Growth Plan (PGP) with the assistance of the RT and present it to the committee members for their review and approval.
- Participate in each of the four committee meetings as scheduled by the principal.
- Sign all Cycle Reports electronically on the RTIY.
- Sign the RTT electronically.

KTIP COMMITTEE MEETING RESPONSIBILITIES

It is important that committee responsibilities be carried out according to mandated timelines for mentoring, conducting assessments, following established procedures, completing forms, and submitting reports.

Careful, timely record keeping is required in order to demonstrate that the committee has consistently advised the intern about progress toward meeting requirements for certification as outlined by [16 KAR 7:010](#).

Cycle 1 timeframe: 1-60 instructional days after the Orientation Meeting

Cycle 2 timeframe: 61-110 instructional days after the Orientation Meeting

Cycle 3 timeframe: 111-140 instructional days after the Orientation Meeting

Orientation Committee Meeting

The orientation meeting (held prior to any formal classroom observations of the intern) provides an opportunity for the principal to ensure that all committee members and the intern are informed about program policies and procedures prior to Cycle 1 observations.

Cycle 1 and 2 Committee Meetings

During the Cycle 1 and 2 committee meetings, the KTIP Committee meets **without** the Intern to accomplish the following:

- Discuss the scoring and supporting evidence of each component to reach consensus on the intern's strengths and priority areas for professional growth.
- Record the identified strengths and priority areas for professional growth on the RTIY.
- Review the intern's PGP.
- Review the status and appropriateness of the resource teacher's in- and out-of-class mentoring of the intern.

The committee meets **with** the Intern to do the following:

- Discuss scores and the supporting evidence for the Kentucky Framework for Teaching components focusing on the intern's strengths and priority areas for growth.
- Reconcile the strengths and priority areas identified by the committee with those identified by the intern on the PGP to agree on the intern's professional growth activities for Cycles 2 and 3, as well as the assistance and documentation needed for these activities.

Cycle 3 Committee Meeting

In the Cycle 3 committee meeting, the principal records the committee score on the RTIY. Note that for an intern to receive a final marking of MET, the committee, by consensus or majority vote if consensus cannot be reached, must give the intern at least **developing in every component**.

Optional Cycle 4

If the KTIP Committee believes that more time would allow better demonstration of one or more of the Kentucky Framework for Teaching Components, a Cycle 4 may be conducted. This additional cycle could include observations and/or review of Sources of Evidence. It must include a committee meeting. The results would replace those assigned in Cycle 3.

The decision to allow a fourth cycle is solely at the discretion of the KTIP Committee. If a fourth cycle is conducted, it shall fall within the timelines of Cycle 3, and all committee members must be in agreement.

KTIP COMMITTEE PROCEDURES

For interns who begin KTIP in the first semester of a school year:

- If the intern will not be completing the second half of the internship in the original school, the principal shall make copies of the materials for the school's files and give the originals to the intern to take to the new school.

For interns who begin KTIP in the second semester of a school year:

- An electronic Interim Report based upon the completion of the orientation meeting and Cycle 1 shall be sent to the EPSB no later than **May 15**. The intern may continue the internship during two consecutive school years if employed in a school district, non-public accredited school, or area technology center.
- If the intern will not be completing the second half of the internship in the original school, the principal shall make copies of the materials for the school's files and give the originals to the intern to take to the new school.

For interns who are unsuccessful:

- The principal will provide the District KTIP Coordinator with the unsuccessful interns' original KTIP documents, including the intern's videotape/DVD, if produced, a school calendar, and the intern's Sources of Evidence.
- The District KTIP Coordinator will mail the above documents to EPSB.

KTIP On-Line TRAINING Registration

To serve on a KTIP committee, a person shall be complete an EPSB approved training. The KTIP Committee training may be approved for up to 12 hours of professional development credit toward the continuing education requirements for resource teachers and Effective Instructional Leadership Act (EILA) credit for administrators.

Committee members who are Teachscape certified:

- Complete an online component titled **KTIP Online Training for Teachscape Certified** located at: <http://www.kyeducators.org>.

Committee members who are not Teachscape certified:

- Complete an online component titled **KTIP Online Face-to-Face Homework** <http://www.kyeducators.org> **AND once completed**
- Attend a face-to-face KTIP training. The face-to-face training dates are located at: <http://www.epsb.ky.gov/IMSTraining/ImstTraininginfo.aspx>. Individuals may obtain information and registration forms by contacting the university representatives listed at the above site.

All Committee members who have an IECE intern:

- Each committee member shall be trained in both KTIP and Interdisciplinary Early Childhood Education (IECE) **if** assigned to an intern who has a SOE in IECE. The IECE training is only available in a face-to-face setting.
- The IECE face-to-face training dates are located at: <http://www.epsb.ky.gov/IMSTraining/ImstTraininginfo.aspx>. Individuals may obtain information and registration forms by contacting the university representatives listed at the above site. There is no homework assignment for the IECE face-to-face training.

Instructions for enrolling in KTIP Online homework/training

Due to limited space, modules must be **completed within 3 calendars days** of enrollment. If it is not completed you will be unenrolled and you must enroll again.

To enroll in *KTIP On line Training/Homework*:

- Go to <http://www.kyeducators.org>.
- Click on the words "Assessment and Internships."
- Choose from the course list by clicking in the "Select" box.
- Click on "Add course to EduCart."
- Click View EduCart
- Click Checkout

- Choose New or Returning User:
 - New User
 - Follow the online registration instructions.
 - Fill in the required fields and click SUBMIT.
 - Click Finish
 - You will receive a Username and Password via email.
 - From the email follow link <http://www.kyeducators.org> and login with your Username and Password.
 - If this is your first time logging in, you will be prompted to change your password.
 - Type your new password twice.
 - Under "Courses" you'll see the course name. Click on it.
 - If you need help, call the Help Desk at 1-877-740-4357 or go to: <http://www.kyeducators.org/help.asp>
 - Returning User
 - You have enrolled in a KyEducators, KYVU, or KCTCS online course before.
 - Insert your Username and Password and click on "Login." The demographic data that displays on the next page will be yours.
 - Make any corrections and click the SUBMIT button at the bottom.
 - Follow the online registration instructions.
 - Fill in the required fields and click **SUBMIT**.
 - Under "Courses" you'll see the course name. Click on it.
 - If you need help, call the Help Desk at 1-877-740-4357 or go to: <http://www.kyeducators.org/help.asp>

Begin with the Introduction and complete each section of the course. Each *KTIP online Training module* has three quizzes. You must pass each quiz with a minimum of 90% in order to move to the next quiz. Then you must complete the evaluation in to receive your completion confirmation email. Navigate course by using "next" or returning to Lessons Tab.

Upon successful completion of:

KTIP On-Line Face-to-Face Homework

- You will receive an email "e-ticket".
- Print the email.
- Take e-ticket to the face-to-face workshop as your entry ticket.
- You will receive a completion certificate at the conclusion of the training.

- The trainer will enter your training into the IMS.

-

KTIP Online Training for Teachscape Certified

- You receive an email confirmation of completion.
- Print the email for your records.
- Your training will automatically be entered into the IMS.

Documents for Recording Progress

All forms completed as part of the KTIP process are **legal documents** that afford an intern due process. Thus, it is critical that everyone pay attention to correct procedure while completing the documents.

The Record of Teacher Internship Year (RTIY)

During the Cycle 3 committee meeting, the KTIP Committee shall review all evidence for growth provided by the intern during the year, as well as reports generated by the committee, to determine whether the intern has met all certification requirements and can be recommended for a Professional Teaching Certificate.

During each cycle meeting, the committee members update the RTIY to document progress. It is highly recommended that committee meetings be held in a location where committee members can access a computer with internet connection and that all committee members electronically sign-off on the RTIY prior to adjournment of the meeting.

In completing the RTIY, the committee shall:

- ✓ take into consideration the progress of the intern throughout the school year, particularly, the level of performance that has been achieved near the end of the internship period.
- ✓ review the response of the intern to the suggestions and recommendations made by the KTIP Committee during meetings with the intern throughout the period of internship.
- ✓ determine the progress and growth of the intern, pursuant to KRS 161.030, by:
 - a systematic observation of classroom performance.
 - a review of materials presented by the intern.

NOTE: RTIYs for full-year interns shall be reported by the chair to the District KTIP Coordinator who submits to the EPSB by May 1 or no later than two (2) weeks following the final committee meeting, whichever occurs first. For interns completing the internship in December, the RTIY shall be submitted by December 15.

The Resource Teacher Time Sheet (RTT)

The **RTT** includes instructions and space to record details of mentoring activities, intended outcomes, and time spent with the intern. The RTT is a **legal document** that may be audited. It represents the fulfillment of the **contractual obligation** between the RT and the EPSB. The resource teacher, intern, and principal shall sign the time sheet to verify the accuracy and legality of the mentoring activities.

When completing the time sheet, the RT shall remember:

1. To offer a specific explanation of the mentoring activities (exactly what was done by the resource teacher, and why it was done). For example, after identifying classroom management as a growth area, the

RT reviewed classroom management resources and discussed possible strategies.

2. To record all approvable activities with the intern in both semesters of the internship.

Please note that resource teachers can be paid for a maximum of 20 out-of-class hours for the first semester. For **full-year** interns, a maximum of five (5) rollover hours can be carried over from the first half of the internship to the second half, or five (5) hours can be made up in the second half.

a. Out-of-class mentoring activities shall take place outside the contractual obligation with the district or nonpublic school. For example, faculty meetings, professional development, and department meetings are required and may not be documented as mentoring activities. Meeting at a later time to discuss the meeting or workshop may be counted.

b. Committee meetings cannot be counted as either in- or out-of-class mentoring hours.

3. A copy of the time sheet should be saved for future reference before electronically submitting it.

4. The appropriate time sheet (i.e., Fall semester or Spring semester) should be submitted to the Division of Professional Learning and Assessment for approval twice a year. Full-year time sheets are paid on an annual basis.

5. If the RTT is not received in the Division of Professional Learning and Assessment by the due date may result in loss of funds.

Intern Performance Record (IPR)

The same ***Intern Performance Record (IPR)*** form is used throughout the internship year by members of the intern committee. It is completed by each committee member for the purpose of recording evidence and decisions about an intern's progress toward each Component of the Kentucky Framework for Teaching during each of the three assessment cycles. The revised IPR has additional pages at the end for thorough scripting by observers of the intern's classroom teaching performances.

Procedures for Alternative Schools

As stipulated in 703 KAR 7:010 (6), an internship shall not be established in a classroom designated as an alternative school, classroom, or program unless the district superintendent or designated non-public school head or leader submits a written request for a waiver to the EPSB staff.

The ***Waiver for Alternative Schools***, found on our website at http://www.epsb.ky.gov/internships/ktipforms11_12.asp must be submitted to the Division of Professional Learning and Assessment for prior approval.

Please Note: If a **public alternative school** is not assigned a principal, the internship cannot be conducted in the school.

INTERNSHIP RESIGNATIONS/LEAVE

If an Intern Resigns

- The intern shall immediately provide written notification of the resignation to his/her employer. The resignation form located on our website, should be filled out completely and signed. The date on which the form is signed by the local Superintendent will serve as the effective date of the resignation.
- The Division of Professional Learning and Assessment shall give final approval of resignations from KTIP or the internship could be counted as unsuccessful.

Medical or Military Leave

- If the intern resigns due to medical or military leave and will be returning to work during the same school year, the District KTIP Coordinator will place the intern on leave through the IMS. The above mentioned form is not required.
- If the intern resigns due to medical or military leave and **will not** be returning to work, the District KTIP Coordinator will submit the above mentioned form to EPSB.

Note: Interns who do not complete his/her internship during the initial school year must complete KTIP within two consecutive school years.

APPEALS

In the event of an unsuccessful internship, the intern may appeal. The intern's appeal shall be reviewed by a committee of four people. The appeals committee members are chosen from a pool of committee candidates appointed annually by the EPSB and shall include:

1. One teacher,
2. One principal,
3. One teacher educator, and
4. The Executive Director of the EPSB, or his/her designee.

The intern shall file a written notice of appeal within 30 calendar days of the date the written notice of finding of unsuccessful completion of the internship is received by the intern.

The appeals committee shall review the written appeal by the intern, all KTIP Committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the KTIP Committee. The appeals committee shall base its recommendation upon the following requirements:

1. Evidence of the intern's ability to meet the components of the Kentucky Framework for Teaching;
2. Appropriate documentation of the instructional setting and outside normal working hours spent by the RT in assisting the intern as specified in KRS 161.030;
3. Assignment of KTIP Committee members in accordance with legal requirements;
4. Compliance with the requirements for the timing, content, reporting, and signing of intern performance records, meeting and observation forms, and RTT; and
5. Agreement between IPR, professional growth plans, KTIP Committee meeting reports, the intern performance assessment, and the final decision of the committee.

The appeals committee shall make a recommendation to the EPSB on the appeal within 60 days following the receipt of the appeal, unless good cause exists for additional time. The EPSB will issue a final decision in each appeal reviewed by the appeals committee. The EPSB may consider the appeals committee recommendation and the records reviewed by the appeals committee in issuing its decisions.

- If the decision of the KTIP Committee **is not upheld**, the EPSB shall issue the appropriate certificate to the intern.
- If the decision of the KTIP Committee **is upheld**, the EPSB shall issue another SOE, unless:
 - The intern has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program; or
 - The period of validity of the SOE has expired.
- If the decision of the KTIP Committee is to **nullify**, the intern may repeat the internship without penalty.
 - Nullification can be the result of the KTIP Committee committing procedural violations during the internship which makes it impossible to determine if the intern has in fact been unsuccessful.

If the intern is not satisfied with the decision of the board based on the recommendation of the appeals committee, the intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the EPSB within fifteen (15) calendar days of the date the board's decision is received by the intern.

It is the responsibility of all interns to keep EPSB apprised in writing of any changes of address. In notifying the intern of the board's decision, the EPSB shall send the decision of the board by certified mail to the last known address of the intern. If the intern fails to maintain a current address with the EPSB, or refuses to claim the certified mail, the request for a hearing shall be filed in writing with the Executive Director of the EPSB within twenty (20) calendar days of the date the board's decision is **mailed** to the intern by certified mail.

An intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate.

If the intern fails to file a written request for a hearing within the appropriate time frame, then the Board will not hold a hearing.

KTIP CALENDAR OF IMPORTANT DATES

Confirmations of Employment (COEs) - within thirty (30) days from the date of hire or on or before **October 15**, whichever occurs first for Fall semester interns or **February 15** for Spring semester interns. COEs shall be electronically submitted to the EPSB. COEs received after the deadline may not be accepted and may be required to be resubmitted next school year.

Resource Teacher Time Sheets (RTTs) - **December 20** for the Fall semester or **May 1** for Full-year and Spring semesters shall be electronically submitted to the EPSB.

The resource teacher's stipend will be based on the mentoring hours submitted on the time sheet. Therefore, in order for resource teachers to receive their stipends in a timely manner, the electronic time sheets signed by the resource teacher, intern, and principal **shall be received by the EPSB by the deadline**. Failure to submit the RTT on or before the due dates may result in loss of funding.

Record of Teacher Internship Year (RTIY) - **DECEMBER 15** for interns completing the internship in December or **MAY 1** or no later than two (2) weeks following the final committee meeting, whichever occurs first for Full-year interns shall be submitted electronically to the EPSB.

For **successful interns**, the EPSB shall receive the electronic RTIY and the RTT, and the intern shall make a payment of \$35.00 through ePay (plus \$2.00 processing fee), or send a certified check, cashier's check, or money order payable to the Kentucky State Treasurer to the Division of Certification at the address listed in the Introduction of this Guide.

If the intern has been in an alternative certification program, in addition to the documents listed above, the intern shall submit a **CA-1** to the Division of Certification. Successful interns shall also complete all appropriate assessments and prescribed coursework recommended by their university for the Professional Certificate.

For interns whose internships were **unsuccessful**, the EPSB shall receive in this order:

- RTIY electronic and original
- RTT
- IPR
- Sources of Evidence
- Portfolio
- School calendar
- Video if available
- Any electronic communications that relate to any aspect of the internship sent to the intern along with read receipts and responses back from the intern if available.

Links to Statutes and Regulations

[KRS 161.030 Certification authority -- Assessments of beginning interns and interns seeking additional certification -- Conditional certificates -- Temporary certificates -- Internship -- KTIP Committee -- Resource interns.](#)

[KRS 161.028 Educational Professional Standards Board -- Powers and duties regarding the preparation and certification of professional school personnel - Membership.](#)

[KRS 161.020 Certificates required of school employees -- Filing requirements -- Validity and terms for renewal.](#)

[KRS 161.100 Emergency certificates](#)

[KRS 161.048 Alternative certification program -- Purpose -- Options -- Testing and eligibility requirements -- Salary schedule](#)

[KRS 161.1221 Out-of-field teaching](#)

[16 KAR 7:010 Kentucky Internship Program](#)

[16 KAR 2:040 Interdisciplinary Early childhood Education, birth to primary](#)

[16 KAR 2:010 Kentucky Teaching Certificate](#)

[16 KAR 2:140 Probationary certificate for interns of children, birth to primary](#)